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57-3384

MEMORANDUM FOR: Deputy Director (Support)

OCT 23 1957

SUBJECT: Comments on Staff Study dated October 18, 1957,  
by Acting Chief of Operations, DD/P, Subject:  
TSS Request for a Linotype Machine

1. General Comments on Subject Staff Study

Subject staff study was not submitted to the Office of Logistics for concurrence or comment. It resulted from a meeting held on 9 October 1957 at which the request for the procurement of a Linotype machine for TSS was discussed for the purpose of enabling the Acting Chief of Operations, DD/P, to make a decision in this matter. There are a number of statements and omissions which should be clarified:

- a. Paragraph 4h states that Printing Services Division has been averaging 2200 hours of overtime per month. This statement is inaccurate as the actual monthly average of Printing Services Division overtime from January through September is 1368 hours. The largest amount of this overtime is required for the Administration Building Plant which was transferred to the Agency from GPO in January 1957. During the months of June, July, August, and September the NIS workload which cannot be handled by the normal work force is at a peak in this plant. Further, the staff in this plant is not up to the strength formally maintained by GPO. Prior to acquisition of this plant, Printing Services Division overtime usually did not exceed 300 hours per month.
- b. Paragraph 4e mentions that the acquisition of a Linotype machine by TSS would release two (2) ceiling positions in TSS. Office of Logistics has previously pointed out that this savings would be possible whether the machine were purchased and located in TSS or whether Printing Services Division rendered this composition support.
- c. Paragraph 5a states that the Office of Logistics could only provide the support required by TSS by increasing

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its already burdensome overtime or augmenting its staff. The Office of Logistics has always taken the position that it can support TSS with foreign language composition without augmenting its staff. If such support should require an increase in overtime it would undoubtedly be only a small amount. The Printing Services Division workload fluctuates and there are slack periods during which crash jobs can be produced without the need for overtime. Paragraph 5a also refers to necessary adjustments in Printing Services Division scheduling to handle TSS work. Rescheduling and adjusting workloads is a normal operating problem for the Agency printing plants. If TSS work were sufficiently heavy to require rescheduling of other work, it would not be likely to cause any serious problem.

- d. Paragraph 6 mentions that extra time on the TSS machine would be made available to PSD in order for PSD to make some reduction in their overtime. The availability of this machine for PSD operators would do little if anything to reduce overtime in Printing Services Division as the Linotype operators are all assigned to a machine. Overtime in the Composing Sections is required because of workload in excess of available personnel and not because there is an insufficient complement of composing machines. When personnel is available, additional shifts are resorted to rather than overtime or the acquisition of additional composing machines. In this connection, Office of Logistics has taken the position that there are sufficient composing machines in the Agency at the present time to do all of the composition including that required by TSS.
- e. During the 9 October meeting mentioned in the staff study, there was a brief discussion of space required for the machine. TSS officials pointed out that a Linotype machine takes up little space but neglected to mention whether or not adequate space is available in which to store the many magazines of matrices which such an extensive facility as that mentioned will require.

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This matter is not mentioned in the staff study. Also, TSS contemplates operating the machine with only one operator. This may prove difficult in the event of illness and leave of absence if no qualified replacement is available.

2. Additional Comments on the Question of the Procurement of a  
Linotype Machine for use in TSS Headquarters Plant

- a. The original discussions which the Chief, Printing Services Division, had with officials of TSS regarding the need for a Linotype machine to be installed in the TSS shop resulted in TSS officials strongly justifying this machine on the basis of its need for composition for PP work. The plan was to set type with this machine, make negatives, and send the negatives overseas for actual printing in one of the TSS shops. This work was later recognized by TSS as coming within the jurisdiction of PSD. During these discussions TSS officials estimated that this work and a small amount of imitative printing would keep this machine busy about 50 percent of the time. It was on this basis that the SSA/DDS returned the requisition to TSS and notified them that Printing Services Division was responsible for PP printing. It is noted that even though the emphasis for the need for this machine has been shifted to imitative printing, TSS still states that it will be utilized 50 percent of the time. 25X1C

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- c. The Printing Services Division now has available in its various plants six (6) Linotype machines (two of which are Model 29 Mixers), two (2) Monotype Machines, and will obtain in the near future a Monotype Photocomposing Machine. To operate these machines, the Division has a staff of highly experienced and efficient operators. Complete composing room facilities and sources of material supply complement these machines and operators. Therefore, there is available in the Agency an extensive capability which, with little additional expense can be expanded to satisfy all composing needs of the Agency. The Office of Logistics has taken the position that there is no need to duplicate this extensive facility and that it can be augmented as necessary to assure its capability of supporting all Agency needs. However, TSS does not desire to avail themselves of this support and has taken the position that they should have a Linotype machine for setting type for imitative printing. It is, therefore, strongly urged that regardless of the decision made in this matter, there be no further duplication of printing facilities in the Headquarters area. If it should be decided that TSS is to acquire a Linotype machine for imitative printing, they should be required to support Printing Services Division with composition in those languages in which PSD does not now have a capability in order to avoid an inexcusable duplication of facilities.
3. Consideration has been given to the possibility of turning over to TSS one of the Printing Services Division Linotype machines. This is not feasible with the workload now carried by PSD. Each of the Division's composing machines is fully utilized and needed for the day to day operations of the Division. Inexcusable misutilization would result if a machine were taken out of full production to be utilized only 50 percent of the time. This would undoubtedly increase backlogs and overtime in the Division. On the other hand, as previously stated, workloads can be shifted to handle additional work on these machines.
4. The subject staff study indicates that DD/P recognizes that PP printing is the responsibility of the Printing Services Division.

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As mentioned above, TSS should be required to support PSD if they acquire the requested Linotype machine. Therefore a possible solution to this problem and a means of avoiding expensive duplication of Linotype matrices is to have TSS acquire a Linotype machine for their own imitative printing and furnish support to Printing Services Division for PP composition in those languages which PSD is not now equipped to set. Such an agreement should be in writing between the Director of Logistics and the Chief, TSS, and should assure that all customer contacts regarding PP printing continue to be with the Printing Services Division, who, in turn, will request the typesetting from TSS as required. This arrangement will make unnecessary the acquisition of duplicate fonts of matrices by the Printing Services Division for PP printing and TSS for imitative printing.

5. This matter has not been discussed with the staff of the Joint Committee on Printing. However, if it is determined that TSS should have the Linotype machine, the matter should be discussed with [REDACTED]. The only possible justification which can be given to Mr. [REDACTED] is that this machine is needed for TSS imitative printing and that security requirements prohibit the use of existing equipment.

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Acting Director of Logistics

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